

RECORDS RETIREMENT REQUEST

ASSIGNED BY CIA RECORDS CENTER

JOB NO.

55-201

FOR REFERENCE SERVICE ON RECORDS TRANSFERRED TO STORAGE CALL EXT. 8311 AND REFER TO ABOVE JOB NUMBER.

Submit in original and 3 copies. One copy will be returned to the originating office when material is accessioned by CIA Records Center.

PART I (TO BE COMPLETED BY THE RECORDS CUSTODIAN)

TO:

Chief, Records Center.

FROM:

(Office)

ORR

DIVISION

St/A

BRANCH

SECTION

Records

APPLICATION IS MADE FOR RETIREMENT OF THE RECORDS DESCRIBED BELOW

DESCRIPTION OF FILE SERIES (Include: Name of File, Contents, Function, Arrangement and Inclusive Dates.) IF NECESSARY TO LIST RECORDS, USE FORM NO. 140A, RECORDS SHELF LIST (Check appropriate box below.)

These records include a portion of the OAD/RR files prior to 1 January 1953. Although some papers date back as far as 1946, the greater number are 1952 files.

The bulk of the material is filed by source though the subject file, the case file and the alphabetical file are utilized.

☒ SHELF LIST ATTACHED☐ SHELF LIST INCLUDED IN TRANSFER

CLASSIFICATION OF RECORDS

Secret and below

FILE EQUIPMENT OCCUPIED BY RECORDS

☐ LETTER☐ OTHER (specify)☒ LEGAL**5** NUMBER OF DRAWERS

APPROXIMATE REFERENCE ACTIVITY PER MONTH

Once a month

LOCATION OF RECORDS

BUILDING

H

ROOM

1106

EXTENSION

DATE

29 April 1955

SIGNATURE OF RECORDS CUSTODIAN

PART II (TO BE COMPLETED BY THE AREA RECORDS OFFICER)

TYPE OF MATERIAL

☒ RECORD☐ NON-RECORD

RESTRICTIONS ON USE OF RECORDS (If no restrictions write "None")

Personnel of OAD/RR only

DISPOSITION AUTHORIZATION

CITE SCHEDULE OR AUTHORITY

Item #1, ORR Records Control Schedule**000013**

BUILDING

H

ROOM

1106

EXTENSION

DATE

29 April 1955

SIGNATURE OF AREA RECORDS OFFICER

Approved For Release 2005/01/10 : CIA-RDP84-0022R000200010019-2

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25X1

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1955

TRANSMITTAL SLIP		
(Date)		
TO: <i>O/D C-1 Historical Staff</i>		
BUILDING <i>Centas</i>	ROOM NO. <i>220</i>	
REMARKS: <i>Janice:</i> <i>This is a listing of</i> <i>O RR records dated</i> <i>prior to 1953 which</i> <i>are now in the</i> <i>Records Center.</i>		
25X1A		000012
FROM 		
BUILDING <i>M</i>	ROOM NO. <i>1122</i>	
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FORM NO. 36-8
SEP 1946

16-55268-1 GPO

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